

Record of operational decision

Decision title:	Room hire charges for wedding ceremonies at the Town Hall
Date of decision:	28/01/25
Decision maker:	Facilities & Resource Manager
Authority for delegated decision:	The Directorate's scheme of delegation dated May 2024 (line 30) gives the Facilities and Resource Manager the authority to take the decision.
Ward:	Countywide
Consultation:	None
Decision made:	To set new hire rates for the Oak Room, Council Chamber and Assembly Hall for weddings: Oak Room and Council Chamber: Monday – Friday £100, Saturday-Sunday and Bank Holiday's £120. Assembly Hall: As above plus standard room hire rate.
Reasons for decision:	Following the move of the Registration Services to No 8 St Owen Street, Facilities Management have taken over the management of the Oak room and need to set a charging rate for weddings in all of the available rooms. The agreed rate covers all overheads related to the running of the room such as custodian time, admin costs, cleaning and maintenance.
Highlight any associated risks/finance/legal/equality considerations:	The rates aim to cover the costs of custodian time and overhead costs. Change increases will be linked to inflation and reviewed on an annual basis.
Details of any alternative options considered and rejected:	No suitable alternatives were proposed.
Details of any declarations of interest made:	None

Signed..... Date: 13th February 2025
 Name: Faye Royles
 Job: Facilities and Resource Manager